



CITY OF LONG BEACH

CITY CLERK

REQUEST FORM FOR USE OF CITY COUNCIL CHAMBER OR LOUNGE

Today's Date _____

I hereby request use of the:

☐

City Council Chamber
(seating capacity of 218)

☐

City Council Lounge

For the following purpose: _____

Date of event: _____

Time of use from: _____

To: _____

Event Begins: _____

Ends: _____

Estimated Attendance: _____

PLEASE READ THE FOLLOWING RULES AND REGULATIONS REGARDING USE OF THESE FACILITIES.

- Reservations** Reservations must be placed two weeks in advance to reserve the Chamber or Lounge.
- Fees:** Outside Agencies may be required to pay for use of the Council Chamber or Lounge. Apply to the City Manager for waiver of fee.
- Clean Up:** Permittee will remove all refuse and signs and return the facility to the condition which existed prior to the activity. Failure to do so could cause assessment of additional fees.
- Refreshments:** Snacks and beverages are restricted to the Lounge area only. No alcoholic beverages are permitted.
- Cancellations:** Please contact the City Clerk's Office in a timely manner for all cancellations at 570-6101.
- Parking:** The City is not responsible for validating parking.
- Security:** Please maintain supervision of equipment and personal effects during the use of the chamber and lounge areas. The City is not responsible for loss, damage or theft of personal belongings.
- Audio-Visual** Preview of videos or slides must be arranged with Telecommunications Division of Technology Services Department by calling 570-2787.

Organization/Department		Charge code:
Print Name:	Title:	
Sign Name:	Home phone number: ()	
Address of Applicant	Work phone number: ()	
Name of Sponsor:	Address	Phone: ()



Please return this application to Julie Butera, City Clerk Department, 333 West Ocean Blvd., Long Beach, CA 90802, Fax: (562) 570-6789 TDD: 570-6626